

STORE COMMUNICATIONS

DAY - Thursday DATE - 10/14/10

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Arthur	6146519	BR	12:40
WZ	6146511	BR	9:50

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Dario	6146521	BR	3:09

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Andrew	6146525	BR	12:32
Enjun	6146527	BR	10:10
Fred	6146515	BR	11:10

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Burt	6146523	BR	3:05

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$ 2269.08  
DATE: 10/14

125693554

DO NOT DISCARD UPON REMOVAL  
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

CURRENCY	DOLLARS	CENTS
COIN		
LIST BACK CHECKS SEPARATELY		
Deposit 600.00000081251401		
5		
4		
3		
2		
1		
0		
9		
8		
7		
6		
5		
4		
3		
2		
1		
0		
DEPOSIT PREPARED BY <i>Ralph Paves</i>		
DEPOSIT VERIFIED BY <i>[Signature]</i>		
PRINT NAME <i>V. J. McCallister</i>		
DEPOSIT BAG		
<i>1256925543</i>		
TOTAL	<i>7719.08</i>	

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENCLOSED.

TO REORDER  
CALL 1-888-750-4545  
AND REFERENCE  
ORDER #ZZN54431

**TOTAL  
ITEMS**

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT. DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

## DEPOSIT TICKET



Link \$0.00 \$2,269.08  
STARBUCKS COFFEE COMPANY Bag: CAPITAL ONE BANK  
STORE #3421  
WEST 23RD & 8TH

\$ -226908

11 3421 11 1:608 10000 1:081 25 14601 11

## Cash Management Log

DAY: Thursday DATE: 10/14/10

## SAFE COUNT

NAME	OPEN: <u>Amr</u>	MID 1: <u>Bratt</u>	MID 2:	MID 3:	CLOSE: <u>03</u>	
SAFE COUNT	START	END	START	END	START	END
TIME	<u>6:00</u>	<u>11:20</u>	<u>11:30</u>		<u>3:30</u>	<u>11:00</u>
\$0.01	<u>25</u>	<u>25</u>	<u>25</u>	<u>21</u>	<u>21</u>	<u>20</u>
\$0.05	<u>14</u>	<u>14</u>	<u>14</u>	<u>30</u>	<u>30</u>	<u>24</u>
\$0.10	<u>130</u>	<u>130</u>	<u>130</u>	<u>120</u>	<u>120</u>	<u>20</u>
\$0.25	<u>160</u>	<u>160</u>	<u>160</u>	<u>110</u>	<u>110</u>	<u>80</u>
\$1.00	<u>141</u>	<u>141</u>	<u>141</u>	<u>174</u>	<u>174</u>	<u>201</u>
\$2.00	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
\$5.00	<u>740</u>	<u>740</u>	<u>740</u>	<u>715</u>	<u>715</u>	<u>415</u>
\$10.00	<u>50</u>	<u>50</u>	<u>50</u>	<u>110</u>	<u>110</u>	<u>110</u>
\$20.00	<u>1140</u>	<u>1140</u>	<u>1140</u>	<u>1120</u>	<u>1120</u>	<u>1400</u>
OTHER \$'s	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Change Fund	<u>2400</u>	<u>2400</u>	<u>2400</u>	<u>2400</u>	<u>2400</u>	<u>2400</u>
# Tills/Total \$	<u>4/200</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4/200</u>
# Till Drops	<u>11/20</u>	<u>0</u>	<u>7</u>	<u>0</u>	<u>104</u>	<u>104</u>
Cust. Recov. Cert.	<u>52</u>	<u>52</u>	<u>52</u>	<u>52</u>	<u>52</u>	<u>92</u>
P-Card	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>
# Tip Bags	<u>16</u>	<u>16</u>	<u>16</u>	<u>16</u>	<u>16</u>	<u>16</u>
Comments:						

## Report Store Operating Funds

Signature: \_\_\_\_\_

\$ Amount Entered: \_\_\_\_\_

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

## DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller:	<u>Bratt Rogers</u>	Taken By Cash Controller:	<u>Bratt Rogers</u>
Preparing Deposit:	<u>12:43</u>	Date to Bank:	<u>10/14/10</u>
Start Time:	<u>12:43</u>	Time to Bank:	<u>1:21</u>
Deposit Bag #:	<u>1256435543</u>	Deposit Bag #:	<u>1256435543</u>
Deposit Witness:	<u>80</u>	Banking Witness:	<u>80</u>
Deposit \$:	<u>2264.00</u>	Bank Validated \$:	<u>2264.00</u>
Completion Time:	<u>1:13</u>	Bank Validation Time:	<u>1:52</u>
Change Order \$:	<u>20.00</u>	Change \$ Received:	<u>20.00</u>
Comments:			

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

\*\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

## PARTNER TILL AUDIT #1

Store Manager:	<u>112</u>
Date:	<u>10/14</u>
Partner Name:	<u>Dajuan</u>
Register ID	
Over/Short \$:	<u>-0.04</u>
Comments:	

## PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

## PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

## PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
<u>1691387</u>	<u>BR</u>	<u>44417169</u>	<u>DP</u>	<u>11:25</u>
<u>1590769</u>	<u>F.B.</u>	<u>44417170</u>	<u>Em</u>	<u>10:30am</u>

## PARTNER TIP REMOVAL (weekly)

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #S:			

## DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

\*Witness on tip drop removals must be the scheduled cash controller

## Cash Management Log

## STORE COMMUNICATIONS

DAY - Friday

DATE - 10/15/10

9 54  
15109  
32

## REGISTER 1 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
EXCESS	0614655	GT	6:24

## REGISTER 1 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
EXCESS	0614657	GT	6:24

## REGISTER 2 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Gaby	06146513	GT	12:00

## REGISTER 2 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Brett	06146509	GT	6:34

## REGISTER 3 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 3 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

DATE		DEPOSIT TICKET	
CURRENCY	DOLLARS	CENTS	
COUNT	2016	75	
CHECKS DEPOSITED			
CHECKS RETURNED			
TOTAL \$ 2016.75			
REFUNDABLE TO THE DEPOSITOR, EXCEPT FOR:			
CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT. DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.			
TO REORDER CALL 1-888-750-4545 AND REFERENCE ORDER #ZZN54431			
TOTAL ITEMS			
DEPOSIT PREPARED BY			
DEPOSIT VERIFIED BY			
PRINT NAME			
DEPOSIT BAG			
STARBUCKS COFFEE COMPANY STORE #3421 WEST 23RD & 8TH			
CAPITAL ONE BANK			
2016.75			
3421 0000 1000 25 1601			

DATE 10/15/10

DEPOSIT TICKET

STARBUCKS COFFEE COMPANY

STORE #3421

WEST 23RD & 8TH

CAPITAL ONE BANK

2016.75

3421 0000 1000 25 1601



## Cash Management Log

DAY- Friday DATE- 10/15/10

## SAFE COUNT

[illegible]

## Report Store Operating Funds

Signature: \_\_\_\_\_

\$ Amount Entered:

**Attach validated deposit slip/courier slip and deposit bag receipt to this sheet**

## DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller	Bliche	Taken By Cash Controller:	Bliche
Preparing Deposit:		Date to Bank:	10/15
Start Time:	2:15	Time to Bank:	3:08
Deposit Bag #:	125693 5535	Deposit Bag #:	125693 5535
Deposit Witness:	BR	Banking Witness:	BR
Deposit \$:		Bank Validated \$:	
Completion Time:		Bank Validation Time:	
Change Order \$:		Change \$ Received:	
Comments:		Comments:	

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

Banking Witness confirms that the cc initials, date and time of cc departure to bank and serial bag # are accurate and recorded in the Deposit to Bank section.

## PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

## PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

### PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

## PARTNER TIP DROP LOG

[illegible]

### PARTNER TIP REMOVAL (weekly)

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #'S:			

\*Witness on tip drop removals must be the scheduled cash controller.

## DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

## Cash Management Log

## STORE COMMUNICATIONS

DAY -

Sat

DATE -

10/16/10

1/2 Coffee powder  
at 3:00 pm.

## REGISTER 1 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Kamran	0614653	D	11:21
No Name	06146495	G	8:33

## REGISTER 1 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 2 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Dario	06146501	G	8:33

## REGISTER 2 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Fred	06146499	G	11:53

## REGISTER 3 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 3 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME



STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL\$

DO NOT DISCARD UPON REMOVAL  
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

25693552

CURRENCY		DOLLARS	CENTS
1	100.00	2975	00
2	100.00	74	01
3	100.00		
4	100.00		
5	100.00		
6	100.00		
7	100.00		
8	100.00		
9	100.00		
10	100.00		
11	100.00		
12	100.00		
13	100.00		
14	100.00		
15	100.00		
16	100.00		
17	100.00		
18	100.00		
19	100.00		
20	100.00		
DEPOSIT PREPARED BY		J. R. De la	
DEPOSIT VERIFIED BY		J. R. De la	
PRINT NAME		J. R. De la	
DEPOSIT BAG #		125693552	
TOTAL		2982 01	

TO REORDER  
CALL 1-888-750-4545  
AND REFERENCE  
ORDER #ZZN54431

TOTAL  
ITEMS

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT. DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

DEPOSIT TICKET

10/18 44-1189-1146 CM-13 CM 831 CAPITAL ONE BANK

003421 160810000 1108 25 14601

DRB 04229

# Deposit Report West 23rd and 8th -

Business Date: 10/16/2010

Kenneth Ringstaff

Deposit

Printed on 10/16/2010 12:56:07 PM

ID	Name	State	Current Balance	Open Time
138	Deposit	Finalized	2482.01	10/16/2010 12:53:34 PM

## Reference

Receptacle	Item	Amount	Reason
128 - Starting Till	Cash	336.74	
129 - Starting Till	Cash	397.00	
130 - Starting Till	Cash	658.36	
132 - Starting Till	Cash	1089.91	

## Cash Management Log

DAY- Sat DATE - 10/16/10

## SAFE COUNT

NAME	OPEN: <u>D</u>	MID 1:	MID 2:	MID 3:	CLOSE: <u>Gaby</u>			
SAFE COUNT	START	END	START	END	START	END	START	END
TIME	5:25	7:10					4:00	12:05
\$0.01	\$16	\$16					16	12
\$0.05							18	8
\$0.10							175	135
\$0.25							270	190
\$1.00							176	170
\$2.00							0	0
\$5.00							795	495
\$10.00							170	170
\$20.00							180	1200
OTHER \$'s							0	0
Total Change Fund	\$280	\$110					2400	2400
# Tills/Total \$	4000	4000					4000	4000
# Till Drops	76	76					76	76
Cust. Recov. Cert.	52	52					52	52
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	76	76					76	76
Comments:								

## Report Store Operating Funds

Signature: \_\_\_\_\_

\$ Amount Entered: \_\_\_\_\_

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

## DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller: <u>D</u>	Taken By Cash Controller: <u>Mr. [Signature]</u>	Date to Bank: <u>10/16/10</u>	Time to Bank: <u>1:32 PM</u>
Preparing Deposit: <u>125693552</u>	Deposit Bag #: <u>125693552</u>	Banking Witness: <u>[Signature]</u>	Bank Validated \$: <u>\$2482.01</u>
Start Time: <u>1:12 PM</u>	Completion Time: <u>1:22 PM</u>	Bank Validation Time: <u>1:48 PM</u>	Change \$ Received: <u>\$900.00</u>
Deposit \$: <u>\$2482.01</u>	Change Order \$: <u>\$700.00</u>		
Comments:			

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

## PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

## PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

## PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

## PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
134 5329	BA	44417173		

## PARTNER TIP REMOVAL (weekly)

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROPPED BAG #S:			

\*Witness on tip drop removals must be the scheduled cash controller.

## DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

## Cash Management Log

## STORE COMMUNICATIONS

DAY - SundayDATE - 10/17/10

Hey Liz,

I completely forgot that we don't have the pills to clean the espresso machines so we couldn't clean them because I couldn't run to get them from another store. Would you please try to get some from 19th & 8th and run a cleaning cycle?

Thanks,  
Gaby

## REGISTER 1 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Andrea	06146481	Gf	3:25
Brett	06146477	BR	10:26

## REGISTER 1 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 2 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Glen	01146497	pm	10:00
Gaby	06146478	Gf	3:32

## REGISTER 2 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 3 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 3 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$ 2541.62

DATE: 10/14

DO NOT DISCARD UPON REMOVAL  
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

125693551



**DEPOSIT TICKET**

DRB 04234

## Cash Management Log

DAY- Sunday DATE - 10/17/1024  
20  
14  
4  
54

20

## SAFE COUNT

NAME	OPEN: <u>U2</u>	MID 1: <u>Baby</u>	MID 2:	MID 3:	CLOSE: <u>Brett</u>		
SAFE COUNT	START	END	START	END	START	END	
TIME	5:45	11:50	12:00	3:47		4:04	11:10
\$0.01	12	10	10	9		21	8
\$0.05	8	3	8	6		6	2
\$0.10	135	120	120	115		115	115
\$0.25	190	180	160	120		120	100
\$1.00	170	162	162	150		150	155
\$2.00	8	8	0	0		0	0
\$5.00	495	210	210	110		110	100
\$10.00	170	170	170	170		170	160
\$20.00	1220	1200	1560	1720		1720	1760
OTHER \$s	0	0	0	0		0	0
Total Change Fund	2400	2400	2400	2400		2400	2400
# Tills/Total \$	40200	0	0	0		0	0
# Till Drops	100M	1	1	TL		TL	TL
Cust. Recov. Cert.	52	52	52	52		52	52
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	100M	6	6	TL		TL	TL
Comments:							

## Report Store Operating Funds

Signature: \_\_\_\_\_

\$ Amount Entered: \_\_\_\_\_

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

## DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller	<u>U2</u>	Taken By Cash Controller:	<u>NA</u>
Preparing Deposit:	<u>U2</u>	Date to Bank:	<u>NA</u>
Start Time:	<u>8:40</u>	Time to Bank:	<u>NA</u>
Deposit Bag #:	<u>1256935510</u>	Deposit Bag #:	<u>NA</u>
Deposit Witness:	<u>[Signature]</u>	Banking Witness:	<u>NA</u>
Deposit \$:	<u>2541.62</u>	Bank Validated \$:	<u>NA</u>
Completion Time:	<u>NA</u>	Bank Validation Time:	<u>NA</u>
Change Order \$:	<u>NA</u>	Change \$ Received:	<u>NA</u>
Comments:			

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

\*\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

## PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

## PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

## PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

## PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
<u>KS2501</u>	<u>JM</u>	<u>52179453</u>		<u>6:18 PM</u>
<u>BS2501</u>	<u>JM</u>	<u>52179452</u>		<u>6:18 PM</u>

## PARTNER TIP REMOVAL (weekly)

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROPPED BAG #S:			

\*Witness on tip drop removals must be the scheduled cash controller.

## DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

## CASH MANAGEMENT TROUBLESHOOTING

**ISSUE: Till is short opening fund when CC counts down drawer after final use.**

Possible Causes:

- Drop box funds were not pulled.
- Drop box swept and till drop made without realization that till would not be used again that day.
- Paid Out brought drawer below opening funds.
- Register partner dropped funds in wrong drop box.

Solution:

1. Verify drop box funds were pulled (do not mix funds from other Register ID's).
2. Calculate funds needed to bring till to opening fund (whole \$ amount only) and remove that amount from change bank.
3. **Record removal of funds (\$ amount and Register ID [#, Top/Bottom]) on Comments section of Safe Count Log.**
4. The shortage in the change bank must be corrected when the deposit is prepared.

**NEXT DAY:**

1. Before beginning to prepare the deposit, to balance the change bank, review Comments section of the Safe Count Log from the previous day to determine which Register ID was associated with the change bank shortage.
2. Remove funds from the last logged till drop bag of that Register ID and place funds in the change bank to return it to the correct amount.
3. **Record removal of funds (\$ amount and Register ID [#, Top/Bottom]) on the Comments section of the Deposit Prep Log.**

**ISSUE: Unassigned till is over opening funds.**

Possible Causes:

- Drop box funds were not pulled the last time the till was closed.
- Till drop was made without realization that the till would not be used again that day.
- Funds were dropped from another till in this till's drop box.

Solution:

1. Using the cash scale in cash calculator mode return the till to opening fund.
2. Refer to the Till Drop Log to determine which partner was the last to use that Register ID.
3. Place extra funds in till drop bag and record Register ID [#, Top/Bottom], the final register partner's name, and "extra funds drop" on the till drop bag.
4. Record till drop bag in the correct Till Drop section per normal.

**NEXT DAY:**

1. When preparing the deposit combine the contents of the two drop bags before entering that partner's till funds at the MWS.

**ISSUE: Forgot to pull drop box funds and sales media before next register partner begins ringing transactions.**

Possible Cause: Drop box funds and sales media not pulled by CC before next register partner begins to ring transactions.

Solution:

1. As soon as possible, pull drop box funds and sales media and prepare a till drop per normal.
2. Make a note on the till drop bag that funds/sales media were pulled late.

**ISSUE: There are no drop box funds/sales media to pull and drop after register partner closes till.**

Possible Cause: Register partner rang very few transactions and received no 20's or sales media.

Solution:

1. Even though there are no funds or sales media to drop, prepare a till drop bag per normal, placing the Closing Register Receipt in the bag.
2. Record the till drop bag on the Till Drop Log under the appropriate Register ID [#, Top/Bottom] and secure the till drop bag in the safe.

**ISSUE: "undocumented till drop bag" Till drop bag in safe; not logged on Till Drop Log; no till assignment listed on MWS.**

Possible Causes:

- Till drop not recorded when a drawer overage was found and dropped.
- Change bank was over during safe count and overage was removed to balance safe.
- Funds were discovered FOH and were dropped without documentation.

Solution:

1. Look for any documentation on CML, on or inside bag (Register ID or Closing Register Receipt) to indicate source of funds.
2. If funds belong to an identified partner combine the contents of the two drop bags before entering that partner's till funds at the MWS.
  - If the partner had two till assignments, combine the contents of the two drop bags that are from the same Register ID before entering that partner's till funds at the MWS.

**NOTE:** If the Register ID is unknown, combine the contents of the undocumented till drop bag to one of the identified partner's till drop bags before entering that partner's till funds at the MWS. This will create an overage in one of the partner's Register ID Drawer O/S and a shortage in the partner's other Register ID Drawer O/S. These two Drawer O/S should balance each other out.

3. If funds belong to a Register ID but no partner is identified, combine the contents of the undocumented till drop bag with the contents of the till drop bag of the final partner assigned to that Register ID before entering that partner's till funds at the MWS.
4. If funds can not be matched to a partner or Register ID, the funds will be added to the deposit total after all other till drop bags have been processed and accepted.
5. **After adjusting the deposit total to include the undocumented till drop bag funds make a note in the Deposit Prep section Comments box. Notify Sales Audit (Explain Over/Short to Sales Audit).**

**ISSUE: Consolidated till drop bag funds do not match MWS deposit total:**

Possible Cause:

- A data entry error was made when entering funds at the MWS during the recount process.
- A till assignment was not Accepted (Y) on the MWS deposit screen.
- An error was made when counting funds.

Solution:

1. Recount consolidated deposit funds using the cash scale in cash calculator mode.
2. Verify that all till assignments have been Accepted (Y) on the MWS deposit screen.
3. Adjust deposit total to match actual funds on hand and accept deposit.
4. **Make a note in the Deposit Prep section Comments box of the deposit adjustment amount. Notify Sales Audit (Explain Over/Short to Sales Audit).**

**Cash Management Log Policies, Standards & Procedures**

The Cash Management Log must be completed each day. Print legibly and complete in pen.  
Store operating funds and tip funds must be secured at all times.

**Till Drop Procedure (Cash Controller):**

1. Record register partner's name, Register ID (#, Top/Bottom), date and CC initials on till drop bag.
2. Place funds from drop box, sales media from POS drawer and Closing Register Receipt in till drop bag. Seal till drop bag.
3. Record register partner name, entire till drop bag #, CC initials and time on the matching Register ID section of the Till Drop Log.
4. Secure till drop bag in inner compartment of safe, behind door 2.

**Final Use Till Count Procedure (Cash Controller):**

1. Remove till, sales media from POS drawer, funds from drop box and Closing Register Receipt.
2. Count down combined funds from till and drop box using cash scale in cash calculator mode.
3. Remove funds in excess of opening fund amount, leaving opening fund amount in till.
4. Follow Till Drop Procedure to secure excess funds, sales media and closing register receipt.
5. Secure till with verified opening fund in POS drawer or safe.

**Safe Count Procedure (Cash Controller):**

The safe must not be left open and unattended.

The safe must not be opened or the time delay set during the first 30 minutes and the last 30 minutes of customer operations.

Only the Cash Controller may set and access the safe.

Complete and record an accurate physical "start" count when accepting the cash controller keys and an "end" count when passing the cash controller keys to the next cash controller or counting out at the end of day.

1. Record CC initials and start or end count time on the Safe Count Log.
2. Count and record change fund amount, opening till fund amounts, # of till drops, # of Customer Recovery certificates, PCard, and # of tip drops.

NOTE: Lock Out Period Safes: When completing a safe count during the Lockout Period (3pm-8am) record "N/A" or "Locked Out" in the number of till and tip drop section of the safe count. All safe counts occurring outside of the lockout period (8am-3pm) must include an actual physical count of all till and tip drop bags.

**Deposit Log (Cash Controller):**

NOTE: Procedures for preparing the deposit and transporting the deposit to the bank are located in the Store Operations manual section 4 Cash Control.

The deposit must be prepared and transported to the bank every day.

The deposit must be prepared after 8am and must be transported to the bank by 3pm.

The deposit must be taken inside the bank for processing if the bank is open. The weekend depository box must only be used if the bank is closed.

**Deposit Prep Section Procedure:**

1. Record the start time and CC initials in the Deposit Prep section on the date the deposit is processed.
2. Record deposit \$, deposit bag # and completion time.
3. **Deposit Witness** records their initials after confirming that the CC initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in the Deposit Prep section.
4. Secure sealed deposit bag in inner compartment of safe, behind door 2, if not immediately transported to bank.

**Deposit to Bank Section Procedure:**

1. Record CC name taking deposit to bank, date to bank, time to bank and deposit bag # in the Deposit to Bank section on the date the deposit is processed.
2. **Banking Witness** records their initials after confirming that the CC initials, date and time of the CC departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.
3. Record validated deposit amount and validated time on Deposit to Bank section and attach validated deposit slip after returning from the bank or when the deposit slip has been retrieved for deposits made through the weekend depository.

**Till Audit Procedure (Store Manager):**

A minimum of two random till audits must be performed each week.

1. Follow steps 1-4 of Final Use Till Count.
2. Record SM name, date, register partner's name and Register ID on Partner Till Audit Log. Over/short will be recorded when deposit is prepared.
3. Secure till with verified opening fund in POS drawer or safe.
4. Ensure over/short is recorded after deposit is prepared on following day.

**Report Store Operating Funds Procedure (Store Manager):**

The Store Operating Funds (change bank and till bank) must be physically verified and updated on the MWS each week.

1. From the MWS select "Manager Menu", "Daily Bookkeeping Menu", "Report Store Operating Funds"
2. F1 - to Count Change/Till Bank Funds. Enter the amount of money actually in the Change and Till Bank in the two fields "Total Change Bank" and "Total Assigned/Unassigned Tills". Record the total on the Cash Management Log under "Report Store Operating Funds" and sign off.
3. Upon completion of entering the funds amounts press "F1" to Save and then "F7" to Quit.

**Tip Drop Procedure (all partners):**

Tip funds must be secured at all times.

1. Remove tip funds from plexi, place funds in a tip drop bag and seal tip drop bag.
2. Record date on tip drop bag.
3. Record partner #, initials, and entire tip drop bag # on the Tip Drop Log.
4. Secure tip drop bag in inner compartment of safe, behind door 2.
5. Witness records their initials and time after verifying the tips have been secured in the safe.

**Tip Drop Removal Procedure**

1. Remove tip drop bags from inner compartment of safe (cash controller).
2. Record entire tip drop bag # for each tip drop bag on Partner Tip Removal Log.
3. Record CC initials as **Witness** and time.
4. Transfer tip drop bags to partner processing tips.
5. Partner receiving tip drop bags records partner # and initials after verifying tip drop bag #'s.

**Accountability and Duty to Report**

Failure to comply with cash management log policy endangers partner safety. Acts in violation or omissions of policy are grounds for disciplinary action up to and including termination. Uncorrected or continuing violations must be reported to management, your local Partner Resources generalist or the Standards of Business Conduct Helpline at 800/611-7792 (866/614-0760 for French-speaking partners).

## Cash Management Log

## STORE COMMUNICATIONS

DAY - MondayDATE - 10/18/10

## REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Arthur	06146473	EMT	11:40
Gaby	06146465	GT	4:41

## REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Liz	06146467	GT	4:41

## REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Arvela	06146469	EMT	11:30
<del>D</del>	06146461	DP	11:05

## REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Dallon	06146471	EMT	11:30

## REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$ 1992.04  
DO NOT DISCARD UPON REMOVAL DATE 10/18  
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

117026521



[illegible]

P-15  
Q-200  
6-1000

# Cash Management Log

DAY- Monday DATE- 10 / 18 / 10

SAFE COUNT									
NAME	OPEN: Arthur		MID 1: UZ		MID 2: Gabby		MID 3:		CLOSE: P
SAFE COUNT	START	END	START	END	START	END	START	END	START
TIME	6:00	7:59	8:00	12:30	1:30	4:40			4:52
\$0.01	8	8	8	14	118	18			618
\$0.05	2	2	2	16	18	14			814
\$0.10	115	115	115	95	85	80			880
\$0.25	100	100	100	250	250	240			8240
\$1.00	155	155	155	141	154	133			6133
\$2.00	0	0	0	0	0	0			0
\$5.00	100	100	100	1005	1025	855			885
\$10.00	160	160	160	70	70	60			60
\$20.00	1760	1760	1760	780	780	1000			1000
OTHER \$'s	0	0	0	0	0	0			0
Total Change Fund	2000	2400	2400	2400	2400	2400			52400
# Tills/Total \$	4200	0	0	0	0	0			0
# Till Drops	114	114	100	3	3	TL			TL
Cust. Recov. Cert.	52	52	52	52	52	52			52
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	0	0	100	0	0	TL			TL
Comments:									

Report Store Operating Funds	
Signature:	\$ Amount Entered:

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION	
<b>Deposit Prep</b>	<b>Deposit to Bank</b>
Cash Controller: UZ	Taken By Cash Controller: UZ
Preparing Deposit: 10:45	Date to Bank: 10/18
Start Time: 11:00	Time to Bank:
Deposit Bag #: 117020521	Deposit Bag #: 117020521
Deposit Witness:	Banking Witness:
Deposit \$: 1992.64	Bank Validated \$: 1992.64
Completion Time: 11:00	Bank Validation Time:
Change Order \$: 1235	Change \$ Received: 1235
Comments:	Comments:

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

\*\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1	
Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2	
Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3	
Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG				
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:

PARTNER TIP REMOVAL (weekly)	
PARTNER #:	1053096
INITIALS:	UZ
CC WITNESS (mandatory):	UZ
TIME:	10/18
DROP BAG #S:	52179452 4441767 4441769 4441773 4441768 52179453 4441767

DM VERIFICATION	
DM Signature:	Date Reviewed:
Comments:	

\*Witness on tip drop removals must be the scheduled cash controller

## Cash Management Log

## STORE COMMUNICATIONS

DAY - \_\_\_\_\_

DATE - \_\_\_\_\_

## REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Arthur	6489 06146457	BP	2:17 11-11

## REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
U2	61141485	BP	4:15

## REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Alan	6483 06146487	BP	2:17 7:05

## REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Andie	6491	BP	2:17

## REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$-----

DO NOT DISCARD UPON REMOVAL  
DATE:-----  
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT-----

125693678

anSource

10/20/10  
10/20/10  
10/20/10

DEPOSIT TICKET

CURRENCY	DOLLARS	CENTS
17.56937X0	17	56
TOTAL	17	56

DEPOSIT BAG #1 17.56937X0

DEPOSIT PREPARED BY *[Signature]*

DEPOSIT VERIFIED BY *[Signature]*

PRINT NAME *[Signature]*

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

TO REORDER  
CALL 1-888-750-4545  
AND REFERENCE  
ORDER #ZZN54431

TOTAL  
ITEMS

CHECKS AND OTHER ITEMS ARE  
RECEIVED FOR DEPOSIT SUBJECT  
TO THE PROVISIONS OF THE UNI-  
FORM COMMERCIAL CODE OR  
ANY APPLICABLE COLLECTION  
AGREEMENT. DEPOSITS MAY NOT  
BE AVAILABLE FOR IMMEDIATE  
WITHDRAWAL.

DEPOSIT TICKET

10/20/10  
STARBUCKS COFFEE COMPANY  
STORE #3421  
WEST 23RD & 8TH  
12569 WEST ONE BANK

3421 608100001081 25 14601

11:12 - Auth'd  
11: Amber

## Cash Management Log

DAY: Tuesday DATE: 10/19/10

SAFE COUNT										
NAME	OPEN: <u>B. Kite</u>	MID 1:	MID 2: <u>113</u>	MID 3:	CLOSE: <u>D</u>					
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	4:53				9:30	11:20			4:30	11:12
\$0.01	17	17			17	13			813	812
\$0.05	14	14			14	10			810	808
\$0.10	75	75			75	55			855	845
\$0.25	230	230			230	160			8160	8140
\$1.00	134	104			104	117			8117	8150
\$2.00									80	80
\$5.00	260	670			670	475			8635	8405
\$10.00	70	70			70	40			890	8120
\$20.00	1060	1200			1200	1260			81260	81500
OTHER \$'s		0				8			80	80
Total Change Fund	2400	2380			2380	2380			82380	82380
# Tills/Total \$	4 & 20				0	0			0	40200
# Till Drops	0	0			10M	10M			7C	7C
Cust. Recov. Cert.	42 54	54			54	54			54	54
P-Card	X/N	X/N	Y/N	Y/N	X/N	X/N	Y/N	Y/N	X/N	X/N
# Tip Bags					10M	10M			7C	7C
Comments:	1 pt 20 in someone's till									

## Report Store Operating Funds

Signature: \_\_\_\_\_

\$ Amount Entered: \_\_\_\_\_

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

## DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller	<u>B. Kite</u>	Taken By Cash Controller:	<u>B. Kite</u>
Preparing Deposit:	<u>11:15 AM</u>	Date to Bank:	<u>10/19/10</u>
Start Time:	<u>11:15 AM</u>	Time to Bank:	<u>11:31</u>
Deposit Bag #:	<u>1256936780</u>	Deposit Bag #:	<u>1256936780</u>
Deposit Witness:	<u>X</u>	Banking Witness:	<u>X</u>
Deposit \$:	<u>2222.57</u>	Bank Validated \$:	
Completion Time:	<u>11:48</u>	Bank Validation Time:	
Change Order \$:	<u>0</u>	Change \$ Received:	
Comments:			

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

\*\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

## PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

## PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

## PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

## PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1053014	<u>BK</u>	<u>5317</u>	<u>BK</u>	<u>11</u>

## PARTNER TIP REMOVAL (weekly)

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #S:			

\*Witness on tip drop removals must be the scheduled cash controller.

## DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	



## Cash Management Log

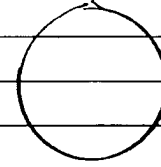
## STORE COMMUNICATIONS

DAY -

Sunday

DATE -

10/29/10



## REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Don	6146405	BR	10:08

## REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Don	6146403	BR	4:26
Fred	6146401	BR	11:14

## REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$ 2375.73  
DO NOT DISCARD UPON REMOVAL DATE: 10/24  
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

117026516

# TransSource

DEPOSIT TICKET		DOLLARS	CENTS
CURRENCY	100.00	100	00
CHECKS	100.00	100	00
NET BALANCE	200.00	200	00
DEPOSIT VERIFIED	200.00	200	00
PRINT NAME	J. J. J. J.		
DEPOSIT PREPARED BY	J. J. J. J.		
DEPOSIT VERIFIED BY	J. J. J. J.		
TOTAL	200.00	200	00

TO REORDER  
CALL 1-888-750-4545  
AND REFERENCE  
ORDER #ZZN54431

**TOTAL  
ITEMS**

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT: DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

DEPOSIT TICKET



STARBUCKS COFFEE COMPANY  
STORE #3421  
WEST 23RD & 8TH

117026 CAPITAL ONE BANK

3421 1:60810000 1:081 25 14601

## Cash Management Log

DAY - Sunday DATE - 10/14/10

SAFE COUNT									
NAME	OPEN:		MID 1:		MID 2:		MID 3:		CLOSE <u>Brett</u>
SAFE COUNT	START	END	START	END	START	END	START	END	START END
TIME									4:09 11:17
\$0.01									26 24
\$0.05									22 18
\$0.10									295 275
\$0.25									450 410
\$1.00									117 118
\$2.00									0 0
\$5.00									370 5
\$10.00									220 210
\$20.00									900 1340
OTHER \$'s									0 0
Total Change Fund									2400 2400
# Tills/Total \$									0 4900
# Till Drops									1600 1000
Cust. Recov. Cert.									52 52
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N Y/N
# Tip Bags									Lock Lock
Comments:									

Report Store Operating Funds	
Signature:	\$ Amount Entered:

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION	
Deposit Prep	Deposit to Bank
Cash Controller: <u>U2</u>	Taken By Cash Controller: <u>U3</u>
Preparing Deposit: <u>U2</u>	Date to Bank: <u>10/25</u>
Start Time: <u>11:30</u>	Time to Bank: <u>11:02/05/16</u>
Deposit Bag #: <u>117020516</u>	Deposit Bag #: <u>117020516</u>
Deposit Witness: <u>BR</u>	Banking Witness: <u>BR</u>
Deposit \$: <u>9345.73</u>	Bank Validated \$: <u>9345.73</u>
Completion Time: <u>11:45</u>	Bank Validation Time: <u>NA</u>
Change Order \$: <u>NA</u>	Change \$ Received: <u>NA</u>
Comments:	Comments:

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

\*\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG				
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1697387	BR	52179461	BR	9:08
"	BR	52179460	BR	9:08
"	BR	52179462	BR	9:08

DM VERIFICATION	
DM Signature:	Date Reviewed:
Comments:	

PARTNER TIP REMOVAL (weekly)			
PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #S:			

\*Witness on tip drop removals must be the scheduled cash controller.

**STORE COMMUNICATIONS**

DAY - Wednesday DATE - 10/20/10

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Arthur	6453	AR	1:03
Gaby	06146447	A	11:00

### TILL DROP LOG

[illegible]

## TILE DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Andres	6455	BA	1:07
Liz	06146451	GT	3:47
Dario	06146449	GT	9:13

## TILL-DROP LOG

[illegible]

## TILL DROP LOG

[illegible]

## TILL DROP LOG

[illegible]

## YIELD DROP LOG

[illegible]

## FILE DROP LOG

[illegible]

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL\$-----

DO NOT DISCARD UPON REMOVAL  
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

117026520



DATE 10/21/10 DEPOSIT TICKET

DOLLARS		CENTS	
CURRENCY			
COIN			
CHECKS			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
DEPOSIT PREPARED BY			
DEPOSIT VERIFIED BY			
PRINT NAME			
DEPOSIT BAG #			
TOTAL			

STARBUCKS COFFEE COMPANY  
STORE #3421  
WEST 23RD & 8TH

CAPITAL ONE BANK

TO REORDER  
CALL 1-888-750-4545  
AND REFERENCE  
ORDER #ZZN54431

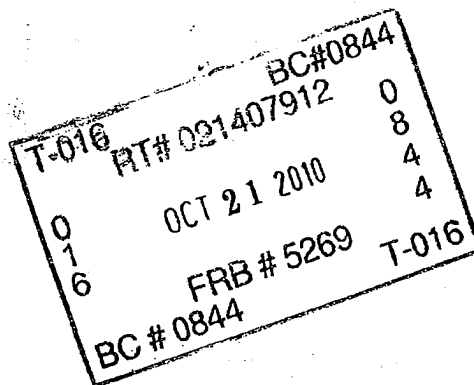
TOTAL ITEMS

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT. DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

DEPOSIT TICKET

3421 608100001081 25 4601

230256





## Cash Management Log

## STORE COMMUNICATIONS

DAY -

Thursday

DATE -

10/21/10

## REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Arthur	6146443	EMT	1:25
Blake	6146435	BR	10:19

## REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Joe	6146441	EMT	2:45

## REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Eileen	6146445	EMT	11:40
Kamran	6146437	BR	4:53
Brett	6146431	BR	11:06

## REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Dario	6146489	BR	4:17

## REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$ 2460.76  
DO NOT DISCARD UPON REMOVAL DATE: 10/21  
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

117026519

DEPOSIT TICKET		DOLLARS		CENTS	
COIN	LIST EACH SEPARATELY				
CHECKS					
DEPOSIT BY		DEPOSIT VERIFIED BY		PRINT NAME	
DEPOSIT BAG		DEPOSIT BAG		DEPOSIT BAG	
TOTAL		TOTAL		TOTAL	

TO REORDER  
CALL 1-888-750-4545  
AND REFERENCE  
ORDER #ZZN54431

**TOTAL ITEMS** ☒

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT. DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

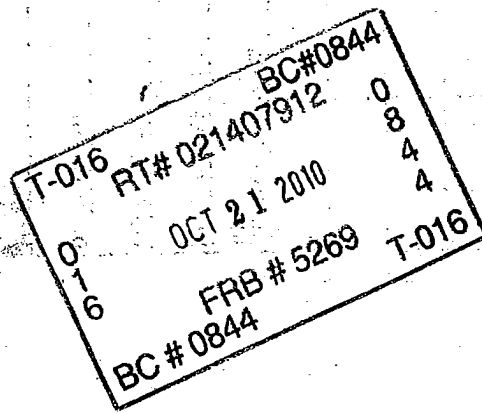
DEPOSIT TICKET

STARBUCKS COFFEE COMPANY  
STORE #3421  
WEST 23RD & 8TH

CAPITAL ONE BANK

\$0.00 \$2,460.78

31 25 11 0000 11:08 25 14601





500 - 1000

## Cash Management Log

DAY- Thursday DATE - 10/21/10

## SAFE COUNT

NAME	OPEN: 12		MID 1:		MID 2:		MID 3:		CLOSE: 6:00	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	7:00	7:45							4:15	11:17
\$0.01	0	12							12	M
\$0.05	0	10							10	L
\$0.10	35	90							90	90
\$0.25	50	150							180	160
\$1.00	140	176							138	138
\$2.00	0	0							0	0
\$5.00	730	1140							1190	1075
\$10.00	75	00							90	60
\$20.00	4060	740							740	860
OTHER \$'s	1-100	0							0	0
Total Change Fund	2243	2400							2100	2400
# Tills/Total \$	40200	0							0	0
# Till Drops	1000	3							Lock	Lock
Cust. Recov. Cert.	54	54							54	54
P-Card	0/N	0/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	0/N	0/N
# Tip Bags	1000	3							TL	TL
Comments:	+7 \$ from depo									

### Report Store Operating Funds

Signature: \_\_\_\_\_

\$ Amount Entered:

**Attach validated deposit slip/courier slip and deposit bag receipt to this sheet**

## DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller	h2	Taken By Cash Controller:	h2
Preparing Deposit:		Date to Bank:	10/21
Start Time:	10:50	Time to Bank:	12:35
Deposit Bag #:	17076519	Deposit Bag #:	17076519
Deposit Witness:	[Signature]	Banking Witness:	[Signature]
Deposit \$:	2400.76	Bank Validated \$:	2400.78
Completion Time:	11:10	Bank Validation Time:	12:35
Change Order \$:	1380	Change \$ Received:	1380
Comments: took out \$7 to add to safe		Comments:	

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

\*\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

## PARTNER TILL AUDIT #1

Store Manager:	112
Date:	10/21
Partner Name:	GLEN
Register ID	
Over/Short \$:	-4.45
Comments:	

## PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

### PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

## PARTNER TIP DROP LOG

[illegible]

### PARTNER TIP REMOVAL (weekly)

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #S:			

\*Witness on tip drop removals must be the scheduled cash controller.

## DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

## Cash Management Log

## STORE COMMUNICATIONS

DAY -

Friday

DATE -

10/22/10

D: the Ice Machine Shot Ice at me 20 min before close. I called it in and turned it off (mark sure to turn it on again) Breaker 33/35 on the fuse box) but you'll have to call and upgrade it to emergency. wp#9535325 Plus theres a thing on the fridge catching the water from the AC that needs emptying. Yay.

Blake: Fred + I couldn't punch - no mgr. Aut. Code.

## REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Andrea	6146474	BM	1:45
Dejaun	6146475	BR	6:33

## REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Brett	6146475	BR	12:07

## REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Allen	6146473	BM	12:15
Eraby	6146473	BR	6:30

## REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
117	6146477	BM	3:55

## REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

STARBUCKS CUFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$ 2401.73  
DO NOT DISCARD UPON REMOVAL DATE: 10/22  
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

117026517

**TranSource**

10/22  
10/22  
10/22

**DEPOSIT TICKET**

CURRENCY	DOLLARS	CENTS
1	11	88
2	13	13
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

STARBUCKS COFFEE COMPANY  
STORE #3421  
WEST 23RD & 8TH

CAPITAL ONE BANK

DEPOSIT PREPARED BY: [Signature]  
DEPOSIT VERIFIED BY: [Signature]  
PRINT NAME: [Signature]  
DEPOSIT BAG # [Signature]

**TOTAL** 11.88 + 13.13 = 25.01

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED

TO REORDER  
CALL 1-888-750-4545  
AND REFERENCE  
ORDER #ZZN54431

**TOTAL ITEMS** 2

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT. DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

**DEPOSIT TICKET**

3421 608100001081 25 14601

## Cash Management Log

P-250

Q-500

N-30

DAY- Friday

DATE- 10/22/10

## SAFE COUNT

NAME	OPEN: <del>4</del> <del>5</del>		MID 1: <del>112</del>		MID 2:		MID 3:		CLOSE: <del>Broff</del>	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	5:06	10:40	11:00	3:50					4:06	12:01
\$0.01	11	11	11	56					33	31
\$0.05	6	6	6	24					34	32
\$0.10	90	90	90	320					320	315
\$0.25	160	160	160	600					600	550
\$1.00	138	138	138	176					178	177
\$2.00	0	0	0	0					0	0
\$5.00	1075	955	055	075					975	955
\$10.00	60	60	60	80					80	100
\$20.00	860	880	880	180					180	240
OTHER \$'s	0	0	100	0					0	0
Total Change Fund	2400	2400	2400	24					2400	2400
# Tills/Total \$	70/200	0	0	0					0	400
# Till Drops	72	0	0	100M					0 Lock	Lock
Cust. Recov. Cert.	54	54	54	54					54	54
P-Card	0/N	0/N	0/N	0/N	Y/N	Y/N	Y/N	Y/N	0/N	Y/N
# Tip Bags	7	5	5	100M					Lock	Lock
Comments:										

## Report Store Operating Funds

Signature:	\$ Amount Entered:
------------	--------------------

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

## DEPOSIT INFORMATION

Deposit Prep	Deposit to Bank
Cash Controller: U2	Taken By Cash Controller: U2
Preparing Deposit: U2	Date to Bank: 10/22
Start Time: 12:25	Time to Bank: 1:00
Deposit Bag #: 117020519	Deposit Bag #: 117020519
Deposit Witness: U2	Banking Witness: U2
Deposit \$: 2491.93	Bank Validated \$: 2491.93
Completion Time: 12:50	Bank Validation Time: 1:00
Change Order \$: 806	Change \$ Received: 806
Comments:	Comments:

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

\*\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

## PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

## PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

## PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

## PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1196267	DP	52179157	U2	8:40
1196267	DP	52179157	U2	8:40

## PARTNER TIP REMOVAL (weekly)

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #S:			

## DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

\*Witness on tip drop removals must be the scheduled cash controller.

## Cash Management Log

## STORE COMMUNICATIONS

DAY - Saturday

DATE - 10/23

Ice machine off again (breaker 33-35)

Someone Skipped a page, dogeared to the empty one

## REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Kamran	60146419	BR	6:24
Dano	60146409	BR	11:18

## REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Grady	60146413	BR	6:32

## REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
<del>Grady</del>	60146417	BR	1:07
Grady	60146407	BR	12:19

## REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Grady (over)	60146421	BR	6:28
Dajuan	60146411	BR	6:51

## REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

2638.89

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$

10/23/10

DATE:

DO NOT DISCARD UPON REMOVAL  
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

117026518



**DEPOSIT TICKET**

TO REORDER  
CALL 1-888-750-4545  
AND REFERENCE  
ORDER #ZZN54431

**TOTAL ITEMS** ☐

CHECKS AND OTHER ITEMS ARE  
RECEIVED FOR DEPOSIT SUBJECT  
TO THE PROVISIONS OF THE UNI-  
FORM COMMERCIAL CODE OR  
ANY APPLICABLE COLLECTION  
AGREEMENT. DEPOSITS MAY NOT  
BE AVAILABLE FOR IMMEDIATE  
WITHDRAWAL.

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

**DEPOSIT TICKET**

CURRENCY ☐ DOLLARS ☐ CENTS

COIN ☐

CHECKS ☐ NET TOTAL SEPARATELY

DEPOSIT BAG # 117620517

DEPOSIT PREPARED BY ☐

DEPOSIT VERIFIED BY ☐

PRINT NAME ☐

TOTAL ☐

STARBUCKS COFFEE COMPANY  
STORE #3421  
WEST 23RD & 8TH

Chk \$0.00 \$2,638.89

STARBUCKS COFFEE COMPANY  
STORE #3421  
WEST 23RD & 8TH

CAPITAL ONE BANK

3421 608100001081 25 14601

T-016  
0-16  
FT# 021407912  
OCT 23 2010  
BC# 0844  
FRB# 5269  
T-016  
0844

## Deposit Report

West 23rd and 8th -

Business Date: 10/23/2010

Elizabeth Taillie

Deposit

Printed on 10/23/2010 11:56:38 AM

ID	Name	State	Current Balance	Open Time
187	Deposit	Finalized	2638.89	10/23/2010 11:47:20 AM

**Reference**

Receptacle	Item	Amount	Reason
176 - Starting Till	Cash	551.84	
177 - Starting Till	Cash	40.36	
178 - Starting Till	Cash	1076.58	
180 - Starting Till	Cash	338.55	
181 - Starting Till	Cash	146.50	
182 - Starting Till	Cash	485.06	

## Cash Management Log

DAY - Sat DATE - 10/25/10

## SAFE COUNT

NAME	OPEN: <u>D</u>		MID 1:		MID 2:		MID 3:		CLOSE: <u>Brett</u>	
	START	END	START	END	START	END	START	END	START	END
SAFE COUNT										
TIME	5:30	1:33							6:10	12:20
\$0.01	\$31	\$31							31	26
\$0.05	\$32	\$32							32	22
\$0.10	\$35	\$35							35	29.5
\$0.25	\$550	\$550							550	450
\$1.00	\$177	\$162							162	117
\$2.00	\$0	\$0							0	0
\$5.00	\$955	\$760							760	370
\$10.00	\$100	\$170							170	220
\$20.00	\$240	\$380							380	900
OTHER \$'s	\$0	\$0							0	0
Total Change Fund	\$2400	\$2400							2400	2400
# Tills/Total \$	40200	0							0	40200
# Till Drops	TL	1							TL	TL
Cust. Recov. Cert.	59	54							54	59
P-Card	0/N	0/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	TL	0							TL	TL
Comments:										

## Report Store Operating Funds

Signature: \_\_\_\_\_

\$ Amount Entered: \_\_\_\_\_

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

## DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller: <u>D</u>	Taken By Cash Controller: <u>D</u>		
Preparing Deposit: <u>11:38 pm</u>	Date to Bank: <u>10/25/10</u>		
Start Time: <u>11:38 pm</u>	Time to Bank: <u>12:39 pm</u>		
Deposit Bag #: <u>11026518</u>	Deposit Bag #: <u>11026518</u>		
Banking Witness: <u>[Signature]</u>	Banking Witness: <u>[Signature]</u>		
Deposit \$: <u>\$2637.89</u>	Bank Validated \$: <u>\$2637.89</u>		
Completion Time: <u>12:08 pm</u>	Bank Validation Time: <u>12:51 pm</u>		
Change Order \$: <u>0</u>	Change \$ Received: <u>0</u>		
Comments:	Comments:		

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

\*\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

## PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

## PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

## PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

## PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:

## PARTNER TIP REMOVAL (weekly)

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #'S:			

\*Witness on tip drop removals must be the scheduled cash controller.

## DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

## CASH MANAGEMENT TROUBLESHOOTING

**ISSUE: Till is short opening fund when CC counts down drawer after final use.**

Possible Causes:

- Drop box funds were not pulled.
- Drop box swept and till drop made without realization that till would not be used again that day.
- Paid Out brought drawer below opening funds.
- Register partner dropped funds in wrong drop box.

Solution:

1. Verify drop box funds were pulled (do not mix funds from other Register ID's).
2. Calculate funds needed to bring till to opening fund (whole \$ amount only) and remove that amount from change bank.
3. **Record removal of funds (\$ amount and Register ID [#, Top/Bottom]) on Comments section of Safe Count Log.**
4. The shortage in the change bank must be corrected when the deposit is prepared.

**NEXT DAY:**

1. Before beginning to prepare the deposit, to balance the change bank, review Comments section of the Safe Count Log from the previous day to determine which Register ID was associated with the change bank shortage.
2. Remove funds from the last logged till drop bag of that Register ID and place funds in the change bank to return it to the correct amount.
3. **Record removal of funds (\$ amount and Register ID [#, Top/Bottom]) on the Comments section of the Deposit Prep Log.**

**ISSUE: Unassigned till is over opening funds.**

Possible Causes:

- Drop box funds were not pulled the last time the till was closed.
- Till drop was made without realization that the till would not be used again that day.
- Funds were dropped from another till in this till's drop box.

Solution:

1. Using the cash scale in cash calculator mode return the till to opening fund.
2. Refer to the Till Drop Log to determine which partner was the last to use that Register ID.
3. Place extra funds in till drop bag and record Register ID (#, Top/Bottom), the final register partner's name, and "extra funds drop" on the till drop bag.
4. Record till drop bag in the correct Till Drop section per normal.

**NEXT DAY:**

1. When preparing the deposit combine the contents of the two drop bags before entering that partner's till funds at the MWS.

**ISSUE: Forgot to pull drop box funds and sales media before next register partner begins ringing transactions.**

Possible Cause: Drop box funds and sales media not pulled by CC before next register partner begins to ring transactions.

Solution:

1. As soon as possible, pull drop box funds and sales media and prepare a till drop per normal.
2. Make a note on the till drop bag that funds/sales media were pulled late.

**ISSUE: There are no drop box funds/sales media to pull and drop after register partner closes till.**

Possible Cause: Register partner rang very few transactions and received no 20's or sales media.

Solution:

1. Even though there are no funds or sales media to drop, prepare a till drop bag per normal, placing the Closing Register Receipt in the bag.
2. Record the till drop bag on the Till Drop Log under the appropriate Register ID (#, Top/Bottom) and secure the till drop bag in the safe.

**ISSUE: "undocumented till drop bag" Till drop bag in safe; not logged on Till Drop Log; no till assignment listed on MWS.**

Possible Causes:

- Till drop not recorded when a drawer overage was found and dropped.
- Change bank was over during safe count and overage was removed to balance safe.
- Funds were discovered FOH and were dropped without documentation.

Solution:

1. Look for any documentation on CML, on or inside bag (Register ID or Closing Register Receipt) to indicate source of funds.
2. If funds belong to an identified partner combine the contents of the two drop bags before entering that partner's till funds at the MWS.
  - If the partner had two till assignments, combine the contents of the two drop bags that are from the same Register ID before entering that partner's till funds at the MWS.
- NOTE: If the Register ID is unknown, combine the contents of the undocumented till drop bag to one of the identified partner's till drop bags before entering that partner's till funds at the MWS. This will create an overage in one of the partner's Register ID Drawer O/S and a shortage in the partner's other Register ID Drawer O/S. These two Drawer O/S should balance each other out.
3. If funds belong to a Register ID but no partner is identified, combine the contents of the undocumented till drop bag with the contents of the till drop bag of the final partner assigned to that Register ID before entering that partner's till funds at the MWS.
4. If funds can not be matched to a partner or Register ID, the funds will be added to the deposit total after all other till drop bags have been processed and accepted.
5. **After adjusting the deposit total to include the undocumented till drop bag funds make a note in the Deposit Prep section Comments box. Notify Sales Audit (Explain Over/Short to Sales Audit).**

**ISSUE: Consolidated till drop bag funds do not match MWS deposit total:**

Possible Cause:

- A data entry error was made when entering funds at the MWS during the recount process.
- A till assignment was not Accepted (Y) on the MWS deposit screen.
- An error was made when counting funds.

Solution:

1. Recount consolidated deposit funds using the cash scale in cash calculator mode.
2. Verify that all till assignments have been Accepted (Y) on the MWS deposit screen.
3. Adjust deposit total to match actual funds on hand and accept deposit.
4. **Make a note in the Deposit Prep section Comments box of the deposit adjustment amount. Notify Sales Audit (Explain Over/Short to Sales Audit).**

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Week 4  
Oct 25 - 31

**Cash Management Log Policies, Standards & Procedures**

The Cash Management Log must be completed each day. Print legibly and complete in pen.  
Store operating funds and tip funds must be secured at all times.

**Till Drop Procedure (Cash Controller):**

1. Record register partner's name, Register ID (#, Top/Bottom), date and CC initials on till drop bag.
2. Place funds from drop box, sales media from POS drawer and Closing Register Receipt in till drop bag. Seal till drop bag.
3. Record register partner name, entire till drop bag #, CC initials and time on the matching Register ID section of the Till Drop Log.
4. Secure till drop bag in inner compartment of safe, behind door 2.

**Final Use Till Count Procedure (Cash Controller):**

1. Remove till, sales media from POS drawer, funds from drop box and Closing Register Receipt.
2. Count down combined funds from till and drop box using cash scale in cash calculator mode.
3. Remove funds in excess of opening fund amount, leaving opening fund amount in till.
4. Follow Till Drop Procedure to secure excess funds, sales media and closing register receipt.
5. Secure till with verified opening fund in POS drawer or safe.

**Safe Count Procedure (Cash Controller):**

The safe must not be left open and unattended.

The safe must not be opened or the time delay set during the first 30 minutes and the last 30 minutes of customer operations.

Only the Cash Controller may set and access the safe.

Complete and record an accurate physical "start" count when accepting the cash controller keys and an "end" count when passing the cash controller keys to the next cash controller or counting out at the end of day.

1. Record CC initials and start or end count time on the Safe Count Log.
2. Count and record change fund amount, opening till fund amounts, # of till drops, # of Customer Recovery certificates, PCard, and # of tip drops.

NOTE: Lock Out Period Safes: When completing a safe count during the Lockout Period (3pm-8am) record "N/A" or "Locked Out" in the number of till and tip drop section of the safe count. All safe counts occurring outside of the lockout period (8am-3pm) must include an actual physical count of all till and tip drop bags.

**Deposit Log (Cash Controller):**

NOTE: Procedures for preparing the deposit and transporting the deposit to the bank are located in the Store Operations manual section 4 Cash Control.

The deposit must be prepared and transported to the bank every day.

The deposit must be prepared after 8am and must be transported to the bank by 3pm.

The deposit must be taken inside the bank for processing if the bank is open. The weekend depository box must only be used if the bank is closed.

**Deposit Prep Section Procedure:**

1. Record the start time and CC initials in the Deposit Prep section on the date the deposit is processed.
2. Record deposit \$, deposit bag # and completion time.
3. **Deposit Witness** records their initials after confirming that the CC initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in the Deposit Prep section.
4. Secure sealed deposit bag in inner compartment of safe, behind door 2, if not immediately transported to bank.

**Deposit to Bank Section Procedure:**

1. Record CC name taking deposit to bank, date to bank, time to bank and deposit bag # in the Deposit to Bank section on the date the deposit is processed.
2. **Banking Witness** records their initials after confirming that the CC initials, date and time of the CC departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.
3. Record validated deposit amount and validated time on Deposit to Bank section and attach validated deposit slip after returning from the bank or when the deposit slip has been retrieved for deposits made through the weekend depository.

**Till Audit Procedure (Store Manager):**

A minimum of two random till audits must be performed each week.

1. Follow steps 1-4 of Final Use Till Count.
2. Record SM name, date, register partner's name and Register ID on Partner Till Audit Log. Over/short will be recorded when deposit is prepared.
3. Secure till with verified opening fund in POS drawer or safe.
4. Ensure over/short is recorded after deposit is prepared on following day.

**Report Store Operating Funds Procedure (Store Manager):**

The Store Operating Funds (change bank and till bank) must be physically verified and updated on the MWS each week.

1. From the MWS select "Manager Menu", "Daily Bookkeeping Menu", "Report Store Operating Funds"
2. F1 - to Count Change/Till Bank Funds. Enter the amount of money actually in the Change and Till Bank in the two fields "Total Change Bank" and "Total Assigned/Unassigned Tills". Record the total on the Cash Management Log under "Report Store Operating Funds" and sign off.
3. Upon completion of entering the funds amounts press "F1" to Save and then "F7" to Quit.

**Tip Drop Procedure (all partners):**

Tip funds must be secured at all times.

1. Remove tip funds from plexi, place funds in a tip drop bag and seal tip drop bag.
2. Record date on tip drop bag.
3. Record partner #, initials, and entire tip drop bag # on the Tip Drop Log.
4. Secure tip drop bag in inner compartment of safe, behind door 2.
5. Witness records their initials and time after verifying the tips have been secured in the safe.

**Tip Drop Removal Procedure**

1. Remove tip drop bags from inner compartment of safe (cash controller).
2. Record entire tip drop bag # for each tip drop bag on Partner Tip Removal Log.
3. Record CC initials as **Witness** and time.
4. Transfer tip drop bags to partner processing tips.
5. Partner receiving tip drop bags records partner # and initials after verifying tip drop bag #'s.

**Accountability and Duty to Report**

Failure to comply with cash management log policy endangers partner safety. Acts in violation or omissions of policy are grounds for disciplinary action up to and including termination. Uncorrected or continuing violations must be reported to management, your local Partner Resources generalist or the Standards of Business Conduct Helpline at 800/611-7792 (866/614-0760 for French-speaking partners).



Cash Management Log  
STORE COMMUNICATIONSDAY - Monday DATE - 10/25/10

2 Bottom was 50<sup>#</sup> short. No one used it, but I know change was made from it. Whoever does the deposit should find the \$\$. I'm just going to take it from Fred's drawer. I'm assuming David's picked up the extra.

## REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Arthur	0140345	EM	11:15
Quar	06146387	DP	6:03

## REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Liz	01410389	EM	2:45

## REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Andrea	01410345	EM	11:15
Pajuan	01410341	EM	2:45
David	06146381	DP	11:17

## REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME



STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$ 1533.44  
DO NOT DISCARD UPON REMOVAL DATE 10/25  
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

117026515

TranSource

10/26/11  
DEPOSIT TICKET

CURRENCY	CHECKS	DOLLARS	CENTS
1537	144		
TOTAL		1537	144
DEPOSIT PREPARED BY		BY	
DEPOSIT VERIFIED BY		BY	
PRINT NAME		PRINT NAME	
DEPOSIT BAG #		DEPOSIT BAG #	
TOTAL		1537	144



STARBUCKS COFFEE COMPANY  
STORE #3421  
WEST 23RD & 8TH

CAPITAL ONE BANK

TO REORDER  
CALL 1-888-750-4545  
AND REFERENCE  
ORDER #ZZN54431

TOTAL ITEMS

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT. DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

DEPOSIT TICKET

3421 608100001081 25 14601

## Cash Management Log

DAY- Monday DATE - 10/25/10

## SAFE COUNT

NAME	OPEN: <u>Art</u>		MID 1: <u>U2</u>		MID 2:		MID 3:		CLOSE: <u>U2</u>	
	START	END	START	END	START	END	START	END	START	END
SAFE COUNT										
TIME	6:00	7:15	7:15	8:30					3:42	11:15
\$0.01	24	24	24	15					18	16
\$0.05	18	18	18	12					12	10
\$0.10	275	275	275	225					255	235
\$0.25	410	410	410	360					360	340
\$1.00	118	118	118	130					150	114
\$2.00	0	0	0	0					0	0
\$5.00	5	5	5	1335					1335	1335
\$10.00	210	210	210	90					90	110
\$20.00	1340	1340	1340	220					220	240
OTHER \$'s	0	0	0	0					0	0
Total Change Fund	2400	2400	2400	2400					2400	2400
# Tills/Total \$	200/195	0	0	0					12	12
# Till Drops	4	4	10	10					54	52
Cust. Recov. Cert.	34	34	34	34					34	34
P-Card	(Y/N)	(Y/N)	(Y/N)	(Y/N)	Y/N	Y/N	Y/N	Y/N	(Y/N)	(Y/N)
# Tip Bags	2	2	10	10					12	12
Comments:	2 tills was \$5 short from instat									

## Report Store Operating Funds

Signature:	\$ Amount Entered:
------------	--------------------

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

## DEPOSIT INFORMATION

Cash Controller:	U2	Taken By Cash Controller:	U2
Preparing Deposit:	U2	Date to Bank:	10/25
Start Time:	12:05	Time to Bank:	2:00
Deposit Bag #:	119024515	Deposit Bag #:	119024515
Deposit \$:	1533.94	Bank Validated \$:	1533.94
Completion Time:	12:15	Bank Validation Time:	2:00
Change Order \$:	1500	Change \$ Received:	1500
Comments:			

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

\*Banking Witness confirms that till counts, date and time of departure to bank and change bag # are accurate and recorded in the Deposit to Bank section.

## PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

## PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

## PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

## PARTNER TIP DROP LOG

PARTNER #	INITIALS	DROP BAG #	WITNESS (mandatory)	TIME
159	U2	52179463	SG	9:17
		52179464	SG	9:17

## PARTNER TIP REMOVAL (weekly)

PARTNER #:	65000	INITIALS:	Ch
CC WITNESS (mandatory):	BMX	TIME:	12:00
DROPPED BAG #S:			
52179463			
52179464			
52179461			
52179459			
52179460			
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52179108			
5217910			

## Cash Management Log

## STORE COMMUNICATIONS

DAY -

Tuesday

DATE -

10/26/10

## REGISTER 1 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Andrea	06146393	GT	1:52

## REGISTER 1 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Kamran	06146379	GT	4:11

## REGISTER 2 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Dajam	06146377	DP	8:55

## REGISTER 2 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Andrea	06146383	GT	1:33
Dario	06146369	DP	11:10

## REGISTER 3 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 3 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

117026514

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$

2,084.86

DO NOT DISCARD UPON REMOVAL  
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

DATE: 10/26/2010

DATE		DEPOSIT TICKET	
1	2	3	4
1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20
DEPOSIT PREPARED BY		DEPOSIT VERIFIED BY	
PRINT NAME		DEPOSIT BAG	
TOTAL		TOTAL	

STARBUCKS COFFEE COMPANY

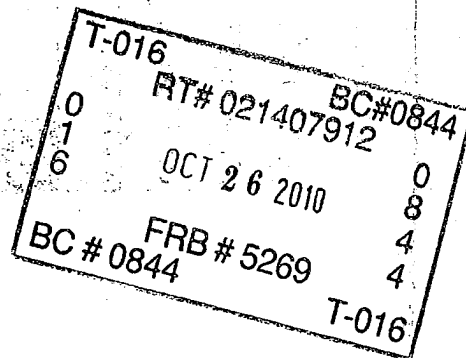
STORE #3421

WEST 23RD & 8TH

TO REORDER  
CALL 1-888-750-4545  
AND REFERENCE  
ORDER #ZZN54431

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENCASED.

34 21 608 100001 08 25 14601





## Cash Management Log

DAY: Tuesday DATE: 10/26/10

## SAFE COUNT

NAME	OPEN:	MID 1:	MID 2:	MID 3:	CLOSE:		
SAFE COUNT	START	END	START	END	START	END	
TIME	6am	1:10pm	1:15	4:15	4:23	11:11	
\$0.01	16	16	16	15	15	19	
\$0.05	10	10	10	6	10	2	
\$0.10	235	235	235	230	230	210	
\$0.25	340	340	340	308	308	260	
\$1.00	114	114	114	114	114	119	
\$2.00	0	0	0	0	0	0	
\$5.00	1335	1235	1235	1230	1230	1005	
\$10.00	110	110	110	140	190	160	
\$20.00	240	240	240	240	390	600	
OTHER \$s	0	0	0	0	0	0	
Total Change Fund	2400	2400	2400	2405	2405	2400	
# Tills/Total \$	4new	0	0	12700	0	40200	
# Till Drops	0	0	0	TL	TL	TL	
Cust. Recov. Cert.	52	52	52	52	52	52	
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
# Tip Bags	2	2	2	2	2	2	
Comments:						Dropped xHas in Safe	

## Report Store Operating Funds

Signature: \_\_\_\_\_

\$ Amount Entered: \_\_\_\_\_

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

## DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller	Arthur Sutton	Taken By Cash Controller:	Arthur Sutton
Preparing Deposit:	Arthur Sutton	Date to Bank:	10/26
Start Time:	11AM	Time to Bank:	1:00pm
Deposit Bag #:	117026514	Deposit Bag #:	11702651
Deposit \$:	2,084.86	Banking Witness:	2,084.86
Completion Time:	12pm	Bank Validated \$:	2,084.86
Change Order \$:	2/10	Bank Validation Time:	1:05pm
Comments:	Change \$ Received: 11/12		

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

\*\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

## PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

## PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

## PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

## PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:

## PARTNER TIP REMOVAL (weekly)

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #S:			

## DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

\*Witness on tip drop removals must be the scheduled cash controller.

## Cash Management Log

## STORE COMMUNICATIONS

DAY - \_\_\_\_\_

DATE - \_\_\_\_\_

## REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Giz Fred	6146367 6146363	KMA BR	2:45 9:13

## REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Arthur	6146345	KMA	1:00

## REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Gion Blake	6146373 6146367	KMA BR	11:20 9:16

## REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Dajvan	6146365	BR	7:10

## REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME